

Shasta LAFCO

Local Agency Formation Commission of Shasta County

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MINUTES

Regular Meeting – February 15, 2007

(These Minutes are not intended to be a verbatim transcription of the proceedings and discussion associated with the business on the Commission's agenda; rather, what follows is a summary of the order of business and general nature of testimony, Commission deliberation, and action taken.)

CALL TO ORDER/ROLL CALL/INTRODUCTION

Chair Miller called the meeting to order at 10:00 a.m. in at Anderson City Hall, 1887 Howard St., Anderson, California.

Commissioners Present: Kehoe, Fust, Webster, Miller, Dickerson, Gover

Commissioners Absent: Baugh, Langfield

Staff Present: Executive Officer Mickelson, Counsel Elizabeth Johnson, Clerk Smith

PLEDGE OF ALLEGIANCE

Commissioner Gover led the Pledge of Allegiance.

PUBLIC COMMENT

None submitted.

MINUTES

Council Elizabeth Johnson informed the Commission that due to the transition in membership for LAFCO, there is not a quorum of the members who were present at the meetings to be able to approve the October 5, 2006, December 7, 2006 and the February 6, 2007 minutes. She did however state that they had the options of either leaving the above-mentioned minutes as unofficial minutes, setting a policy in place of how to handle this if the situation were to arise again in the future or they could allow legal council to approve. Commissioner Kehoe asked Council Elizabeth Johnson if there was any dispute in the minutes. She stated there was no dispute.

By motion made, seconded (Kehoe, Fust), the Commission approved the following items:

<u>A. Minutes/Previous Meeting:</u>	October 5, 2006
<u>B. Minutes/Previous Meeting:</u>	December 7, 2006
<u>C. Minutes/Previous Meeting:</u>	February 6, 2007

Chair Miller asked Counsel if she recommended that a policy is adopted for this type of situation. Counsel Johnson felt it was not necessary.

LEGISLATIVE REPORT

- A. Current Legislative Report (*Information*): Ms. Mickelson provided the Commissioners with an updated legislative report. She is not recommending taking an action at this time since these bills are currently in the draft stages. Commissioner Miller asked if any of the proposed bills might have an effect on LAFCO. Ms. Mickelson stated that SB162 is one that should be watched closely as it might have a significant impact on LAFCO proposals. CALAFCO has not taken a position on these bills as of to date.

BUDGET & FISCAL AFFAIRS:

- A. FY 2006-07 YTD Claims Register (*Action*): By motion made and seconded (Webster, Gover) the Commission approved the Claims Register. Commissioner Kehoe abstained.
- B. Consideration of Checking Account Statement (*Action*): By motion made and seconded (Webster, Gover) the Commission approved the Tri Counties bank statement.
- C. Consideration of Cell Phone Stipend (*Action*): Ms. Mickelson reviewed the current cell phone situation with the Commission. She is currently using her personal cell phone for business phone calls due to the fact she was not able to open a new account without any credit history for LAFCO. At the December meeting the Commission advised paying Ms. Mickelson a stipend amount for the use of her personal cell phone. After contacting the Cities and County and with the support of the Executive Committee, the Executive Committee recommended a \$40 monthly stipend.

By motion made, seconded (Gover, Kehoe) the Commission approved a \$40 a month cell phone stipend for Ms. Mickelson.

- D. Authorize Transfer of Budgeted Retirement funds to 403b Administrator (*Action*): Ms. Mickelson gave a brief history in regards to a retirement account and where it stands to date. Ms. Mickelson explained that currently the employee benefit for her retirement is being shown as a charge then deducted on the current Employer Concepts bill. The amount for her retirement is being held in the General Fund at the County and is not earmarked for her retirement. This amount needs to be transferred to a temporary holding account until approval is received from PERS. Ms. Mickelson recommended using Oppenheimer Funds to open a 403b as a temporary vehicle. Once approval is received from PERS, the monies will then be transferred to PERS. Commissioner Kehoe asked if there would be any management fees attached to this transaction. Ms. Mickelson stated that any fees incurred would be her responsibility.

By motion made, seconded (Fust, Webster) the Commission approved transferring \$3,207.12 to Oppenheimer Funds and authorized subsequent deposits to be made in the contracted amount of 7% by way of payroll deductions.

- E. FY 2006-07 Budget Update and Requested Line Item Transfers (*Action*): Ms. Mickelson reviewed the 2006-07 Budget with the Commission. She explained that since this was the first year LAFCO would operate as an independent agency, there were many unknowns at the time of budgeting.

By motion made, seconded (Fust, Kehoe) the Commission approved the line item transfers presented by Ms. Mickelson and attached as the Mid-Year Budget Review and Transfer Request.

POLICIES & PROCEDURES:

- A. Consideration of Shasta LAFCO Personnel Policies (Action): Ms. Mickelson gave a brief review of Shasta LAFCO Personnel Policies. She presented the current Personnel Policies to the Commission, noting that the one change that was made was having a Paid Time Off (PTO) policy verses a traditional Vacation/Sick policy. Commissioner Fust pointed out some discrepancies/items that need clarification. These items were reviewed.

By motion made and seconded (Dickerson, Gover) the Commission approved the personnel polices as amended by a vote of 5-1 (Kehoe).

SPECIAL STUDIES/REPORTS:

A. Municipal Services Reviews:

- i. Centerville CSD Final Draft (Action): Ms. Mickelson presented the Final Draft MSR for Centerville CSD. Mr. Browning of Centerville CSD had reviewed the MSR and was comfortable with it. Ms. Mickelson noted that that there were a few items in the MSR were in progress when the report was written but they have since been completed. Ms. Mickelson requested that the MSR be approved with changes.

By motion made, seconded (Gover, Dickerson) the Commission approved the Centerville CSD Final Draft MSR with changes.

- ii. Cottonwood Fire Protection District Administrative Draft (Action): Ms. Mickelson presented the Administrative Draft MSR for Cottonwood FPD. She requested approval of the Draft MSR to go before the Cottonwood FPD board. Mr. Armstrong of Cottonwood FPD went over a few changes he felt that needed to be made. Staff will make an appointment with Mr. Armstrong at a later date to go through these issues one by one.

By motion made, seconded (Gover, Kehoe) the Commission approved the Cottonwood Fire Protection District Administrative Draft MSR.

- B. Municipal Services Reviews: Status Report (Information): Ms. Mickelson gave the Commission a chart that updates where Shasta LAFCO was with MSRs. At this time staff is focusing on the Fire Protection Districts since this is their down time. Commissioner Kehoe asked about those Districts who were exempt from a MSR, questioning if this is this a legitimate exemption. Ms. Mickelson stated that this was approved by the Commission prior to her working for Shasta LAFCO. She added this she has reviewed this matter in the past and feels that this matter could be re-visited. Commissioner Webster requested legal counsel to review this matter again and report back to the Commission with their findings.

The City of Anderson staff spoke to the Commission and gave them as update as to where they were at with their MSR.

CHANGES OF ORGANIZATIONS AND/OR REORGANIZATION

A. Reorganizations: None

B. Conducting Authority Proceedings: None

- C. Report on Upcoming Proposals: (Information): Ms. Mickelson shared with the Commission that there are several proposals that are expected as well a few that are in the discussion and pre-application phases. There are currently four proposals that have been received and are currently in review and preparation phases with LAFCO staff.

OPERATIONS & ADMINISTRATION:

- A. Review of Temporary Modification of Executive Officer's Work Schedule (Action): Ms. Mickelson gave the new Commissioners a brief history on the Executive Officer's current contract as well as the current work load. Included in that history was the motion that passed at the December meeting to make a temporary change to the Executive Officer's schedule and to base compensation on 40 hours instead of 32 hours. This change was to be in effect until the next Regular or Special meeting. Ms. Mickelson showed that if this were to be approved the Salaries line item should still come in at a proposed 6% below budget. There would be a sunset date of this work schedule of August 31, 2007. Commissioner Kehoe questioned how we could be coming in under budget when increased expense for salaries was more than total revenues on Agenda item 6e. Ms. Mickelson explained that she was referring to actual salary expenses not total for all expenses. Commissioner Fust asked Counsel Elizabeth Johnson if there was any problem using hour's verses salary. Ms. Johnson stated that there was not and that the term hours has sidetracked the Commission from the real issue at hand.

By motion made, seconded (Dickerson, Gover) the Commission approved bringing the status of the Executive Officer, from part-time to full-time due to increased work schedule.

- B. Consideration of Dental and Vision Reimbursement for Analyst Position (Action): Ms. Mickelson relayed that in December the Commission approved \$125 a month towards dental, vision & life benefits. However since the new Analyst was hired in November no eligible benefits have been available to the employee. SDRMA is expected to offer dental, vision and life coverage as early as March 15th or April 1st. In the mean time, Ms. Mickelson requested that the Commission authorized payment of reimbursement claims up to the total amount of \$625 for out-of-pocket expenses incurred by the Analyst for dental and vision care costs while under employment of LAFCO and while eligible benefits were not available to said employee.

By motion made, seconded (Kehoe, Gover) the Commission authorized reimbursement of dental and/or vision expenses up to \$625 until coverage is obtained.

- C. Authorize Change in Payroll Provider and Provide 30 Day Notice of Termination to Current Personnel Services Provider (Action): Ms. Mickelson requested termination with Employer Concepts for payroll services. Employer Concepts was originally utilized by LAFCO due to the fast transition to independent agency status. Commissioner Kehoe asked if there would be any penalties with the proposed termination. Ms. Mickelson stated that the contract allowed LAFCO to provide a 30 notice to terminate services.

By motion made, seconded (Kehoe, Gover) the Commission authorized the Executive Officer give a 30 day notice to Employer Concepts and to determine which agency to use for payroll services.

- D. Approve Workers Comp Contract with SDRMA (Action): By motion made, seconded (Gover, Fust) the Commission authorized the Workers Compensation contract with SDRMA, effective March 15, 2007 and authorize the Chair to sign for coverage.

- E. FPFC Form 700 Distribution and Instructions (Information): Ms. Mickelson reminded the Commissioners that the Form 700s need to be filled out and at the LAFCO office by March 15, 2007 with a wet signature.

OTHER BUSINESS

- A. Chair Appoint for At-Large Executive Committee Member (Action): Chair Miller appointed Commissioner Kehoe as the new Executive Committee Member.

COMMISSIONER ANNOUNCEMENTS

Commissioner Webster thanked everybody for coming to the Anderson City Hall for this meeting. The Commission unanimously agreed that rotating the meetings at different venues is a nice change and would like to continue to do so. The Commission decided to leave the next location up to the Chair and staff.

ADJOURNMENT

There being no further business, Chair Miller adjourned the meeting at 12:10 p.m.

Respectfully Submitted,

Jessica Smith
Clerk to the Commission

Date